

## WHERE DO I START?

You're in luck! The Kentucky Employability Certificate is offered at the **Workplace Skills Center** located in Kentucky Oaks Mall in Paducah near K's Merchandise. ■

### HOURS:

Monday - Friday    10 am - 8:30 pm  
Saturday            10 am - 3 pm

*"I can train someone how to do specific jobs in my company. But I need to know what skills they are bringing to the job."*



**Neil Archer**  
President  
Arch Environmental Equipment



*"As human resource director, I hire qualified people. Having a workplace skills certificate could give you an edge in finding a job."*

**Keith Travis**  
Vice President of Human Resources  
Murray-Calloway County Hospital

KCTCS is an equal opportunity employer and educational institution.

### The Kentucky Employability Certificate is sponsored by:

- Kentucky Workforce Investment Board
- ACT, Inc.

### The Kentucky Employability Certificate is endorsed by:

- Kentucky Chamber of Commerce
- Council on Post-secondary Education
- Kentucky Community and Technical College System
- Associated Industries of Kentucky
- Kentucky Education Cabinet
- Kentucky Adult Education
- Kentucky Society for Human Resource Management
- Kentucky State District Council of Carpenters

### For information contact:

**West Kentucky**  
Community & Technical College

**THE WORKPLACE SKILLS CENTER**  
**(270) 554-6221**

P.O. Box 7380  
Paducah, KY 42002-7380

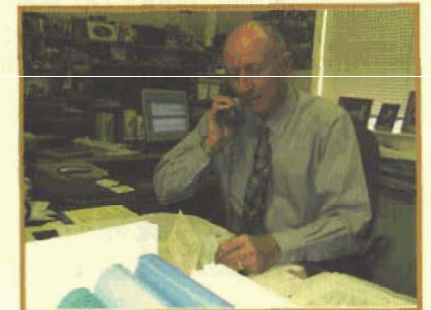
[www.westkentucky.kctcs.edu/skillscenter](http://www.westkentucky.kctcs.edu/skillscenter)



*An Employer's Guide  
to the*

## KENTUCKY EMPLOYABILITY CERTIFICATE ...

documenting the skills of  
Kentucky's workforce



# ARE YOU MAKING THE BEST HIRING AND PROMOTION DECISIONS? THE KEC CAN HELP!



## What's your most valuable resource?

Your employees, right? Do you have a reliable method for hiring and keeping the best employees? The KEC can help!

## What is the Kentucky Employability Certificate (KEC)?

The Kentucky Employability Certificate (KEC) verifies skill levels of job applicants and existing employees so you can hire and promote with confidence. The certificate measures three WorkKeys assessments: Reading for Information, Applied Math, and Locating Information.

To earn a Kentucky Employability Certificate, a person must take all three assessments. A certificate is then awarded in either of two levels: a Silver certificate for a score of 4 on all three assessments or a Gold certificate for a score of 5 on all three assessments.

## How can the KEC work for me?

The Kentucky Employability Certificate (KEC) provides employers with workers who have documented skill proficiencies that are directly aligned to their jobs. The KEC helps create a pool of certified applicants whom employers can hire with confidence.

The KEC measures WorkKeys assessments, which were developed by the nationally-recognized ACE organization to:

- *Define measurable skill requirements for specific jobs*
- *Take the guesswork out of the hiring process*
- *Reduce recruitment costs*
- *Establish legal defensibility in the selection process*
- *Match new employees to the most appropriate job*
- *Reduce turnover, overtime, and waste*
- *Develop focused training initiatives for your employees*



## The KEC offers three proven strategies to guarantee you make the right decisions.

### 1 • Job Profiling

Authorized profilers work with your experienced employees to evaluate the key requirements for specific jobs in your organization through a process called job profiling.

### 2 • Skill Assessments

Profilers can give WorkKeys assessments to your job applicants and current employees to pinpoint their current skill levels.

### 3 • Pre-Qualified Employees

When a potential employee has a Kentucky Employability Certificate, you'll know this person is skilled and ready to work.